Mitel 5613 Quick Reference Card
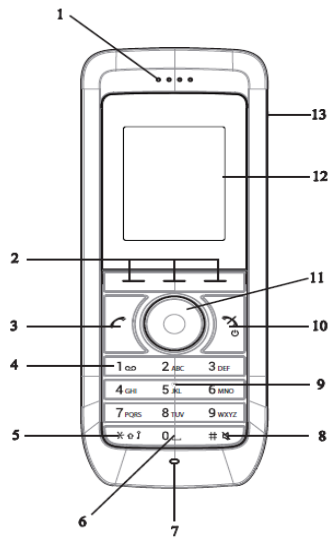
1   Earpiece Speaker

2   Softkeys

3   Off-Hook Key

4   Voice Mail Access

5   Key Lock and Upper/Lower Case

6   Space

7   Microphone

8   Sound Off Key

9   Tactile Indicators

10 On-Hook and On/Off Key

11 Four-way Navigation Key

12 Display

13 Headset Connector

Display Icons

Signal Strength Indicator		Voice Mail	
Battery Icon (fully charged)		Keypad Locked	
Battery Icon (discharged)		Phone Lock	
Sound Off		Silent Ringing	
Loudspeaker On		Missed Call	
Loudspeaker Off		Incoming Call	
Microphone Off/Muted		Outgoing Call	
Headset Connected		System Connection	

Turning the Handset On/Off

1. Press and hold the On-hook key until "Switch on/off is displayed.
2. Press "Yes/No."

Making a Call

Dial the number and press . The name of the called party is displayed if available.

OR

Press to open the call list and use the Navigation key to scroll the list of your last twenty calls. Press to dial.

OR

1. Press the Menu softkey.
2. Select Contacts, and select Call contact.
3. Select contact from list.
4. Press or Call to dial the number.

Answering a Call

- Press to answer a call in normal mode.

OR

- Press the Handsfree key to answer in speaker mode.

Ending a Call

- Press to end a call.

Placing a call on Hold

1. Press the More softkey.
2. Select Hold/Retrieve to put the call on hold.

To retrieve the Held call:

1. Press the More softkey.
2. Select Hold/Retrieve to retrieve the call on hold.

Transferring a Call

1. Press the More softkey.
2. Select Transfer to New Call.
3. Dial the number to which you want to transfer the call and press Call.
4. Select Release to connect the two parties.

   OR

   Wait for an answer, announce the transfer and then select Release.

Conference

1. Press the More softkey.
2. Select New Call to put the current call on hold.
3. Dial the number of the third party.
4. Wait for an answer.
5. Press More and then select Conference Call to conference all the parties together.

Rejecting a Call

- When the ring signal sounds, press Call information will be stored in the Call list.

Adjusting Volume Levels

To adjust earpiece volume during a call:

- Press upper and lower navigation key arrows to increase/decrease volume.

To change ringer volume:

- In the menu, select Settings.
- Select Sound & Alerts.
- Select Volume.
- Use the navigation key arrows to adjust selected volume and press Back to save.

To turn Loudspeaker on/off:

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Mitel 5613 Quick Reference Card

- Press the Handsfree key ◀ before or during a call.

To turn ring signal on/off in standby mode:

- Press ⌗✻ to toggle ring signal on/off. (The silenced icon 💫 appears.)

Locking/Unlocking the Keypad

- Press ✻⇧ and then Lock to lock.
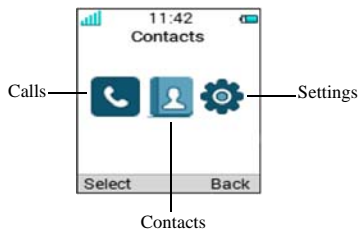- Select ✻⇧ and then Yes to unlock.

Charging the Battery

Place the telephone in the desktop charger. The Battery icon indicates charge level. The phone is fully functional while in the charger.

Navigating the Menu

Enter the menu by pressing the Menu key. Use the Left/Right navigation keys to choose a tab, and then press the Select sofkey to open it. Use the Up/Down navigation keys to scroll through menu choices. Press Select to make a selection or press the Back key to go back one step. Confirm your settings by pressing Select. Return to standby mode by pressing Back or the ⤳ key.

On hook/ Standby Menu

```
        11:42
       Contacts
Calls — 📞 👤 ⚙ — Settings

  Select        Back
          |
       Contacts
```

Menu Structure

On hook/Standby Menu

📞   👤   ⚙

Calls	Call list
	Missed calls
	Call time
	Call services
Contacts	Call contact
	Add contact
	Edit contact
	Delete contact
	Central phonebook
Settings	Sound & alerts
	Headset
	Display
	Time & Date
	Locks
	Answering
	Language
	Owner ID
	In charger
	System

NOTE: Menu options are dependent upon system programming.

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